Appendix

Practical Exercise Answers

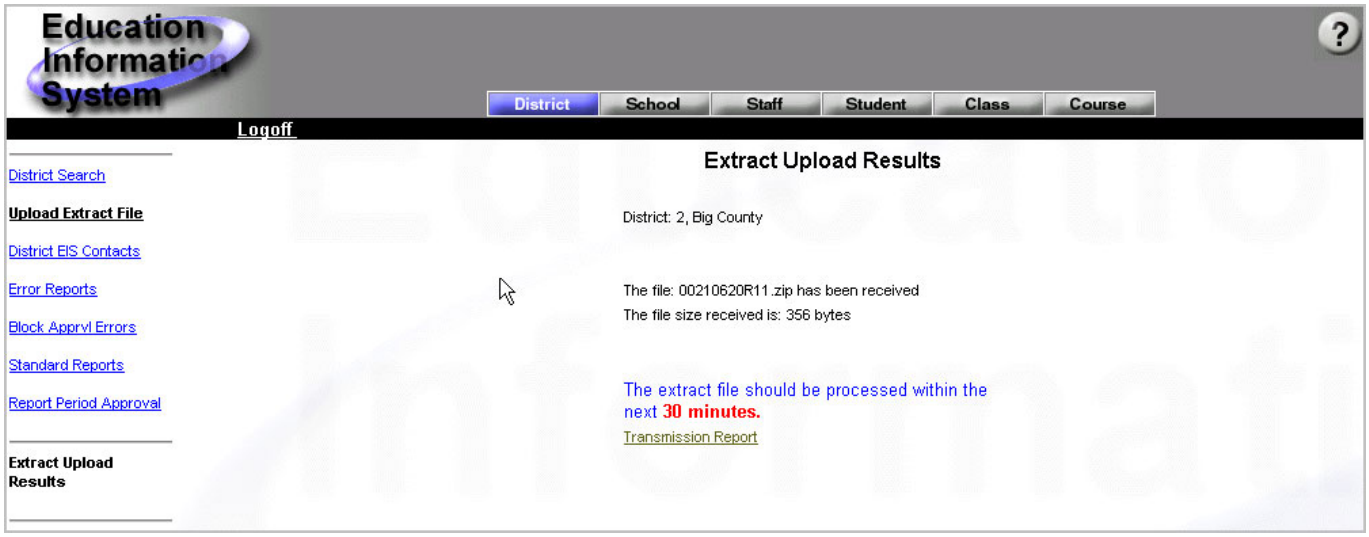
- Extract Upload Practical Exercises
- District Practical Exercises
- School Practical Exercises
- Staff & Licensure Practical Exercises
- Student Practical Exercises
- Class Practical Exercises
- Course Practical Exercises
- Help Practical Exercises

Extract Upload Practical Exercises

Exercise 1 Results:

Upload District Calendar Data (Penalty Deadline – July 15th)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R11.zip**, to SDE.
2) Print the **Extract Upload Results**.

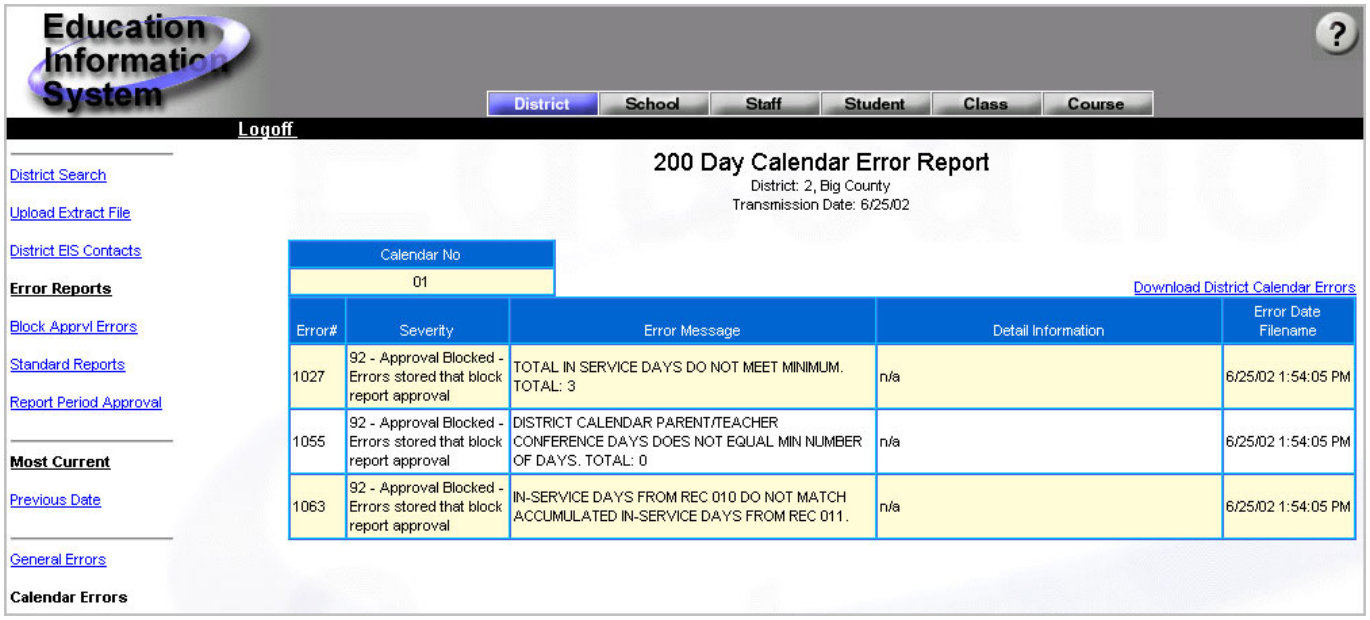


3) Verify **Transmission Report** to make sure it balances.
   a) Record 010 – 1 record
   b) Record 011 – 38 records

Upload File Name	00210620R11.zip	District	2
Transmission Date	6/25/02	District Name	Big County

Record ID	District Count	SDE Count	SDE Difference
10	1	1	0
11	38	38	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**39**	**39**	**0**

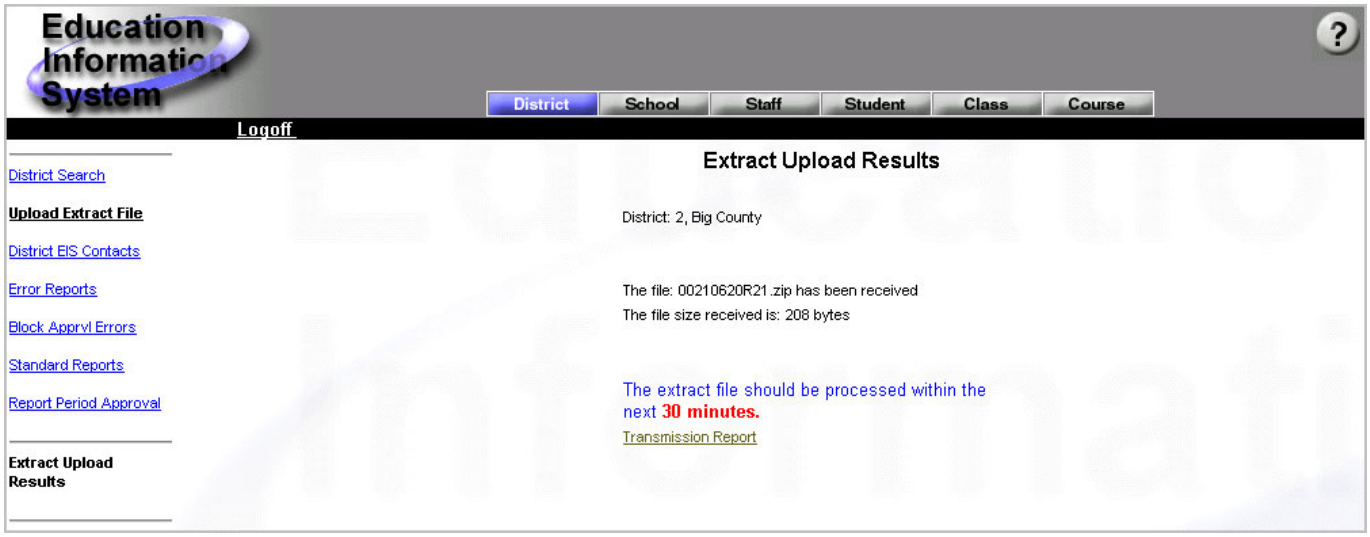
4) View **Error Reports**.



5) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

Upload Corrected District Calendar Data

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R21.zip**, to SDE.
2) Print the **Extract Upload Results**.

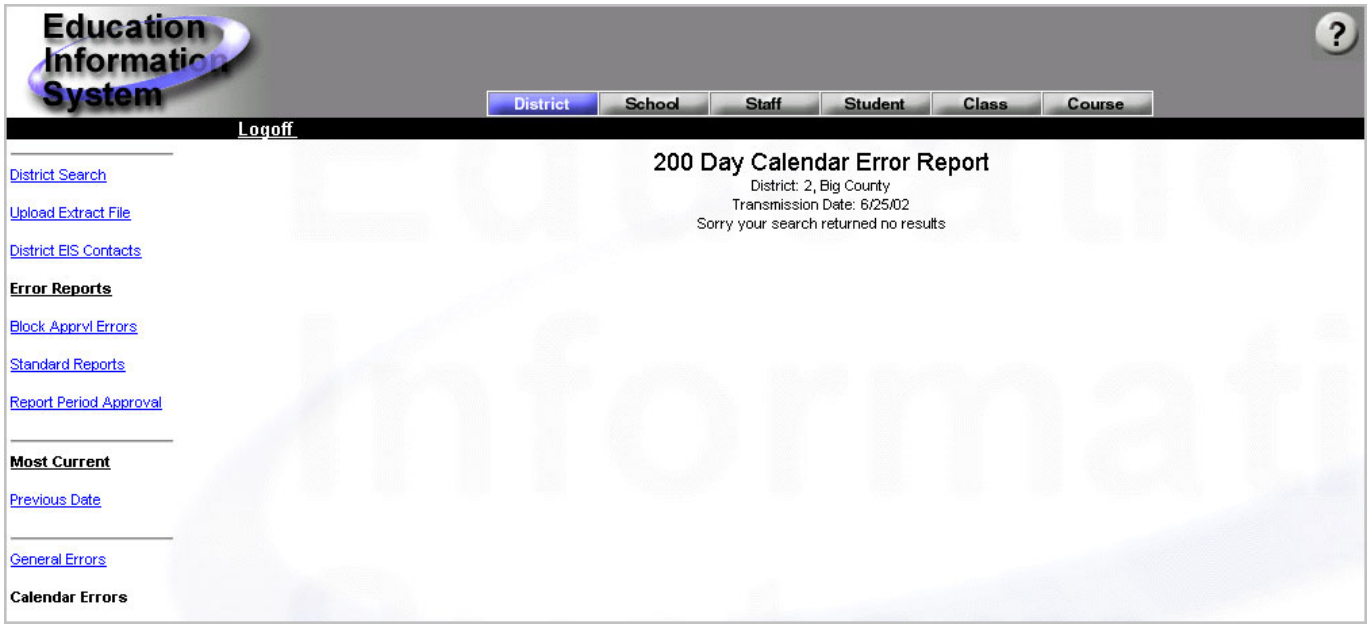


3) Verify **Transmission Report** to make sure it balances.
   a) Record 011 – 3 records

Upload File Name	00210620R21.zip	District	2
Transmission Date	6/25/02	District Name	Big County

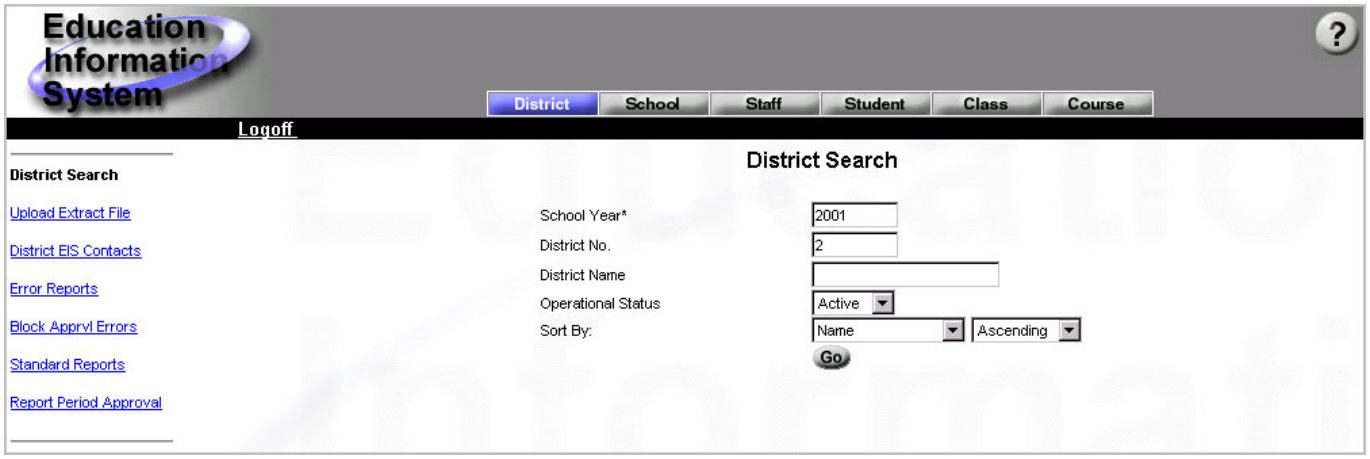
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	3	3	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**3**	**3**	**0**

4) View **Error Reports**.

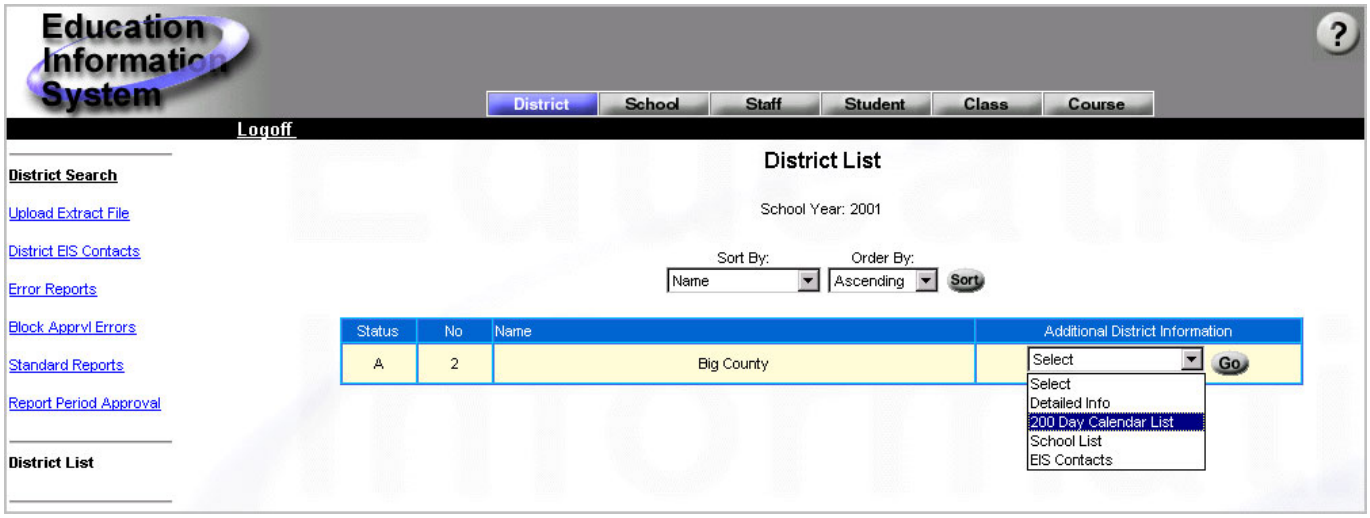


View District Calendar Data for Accuracy

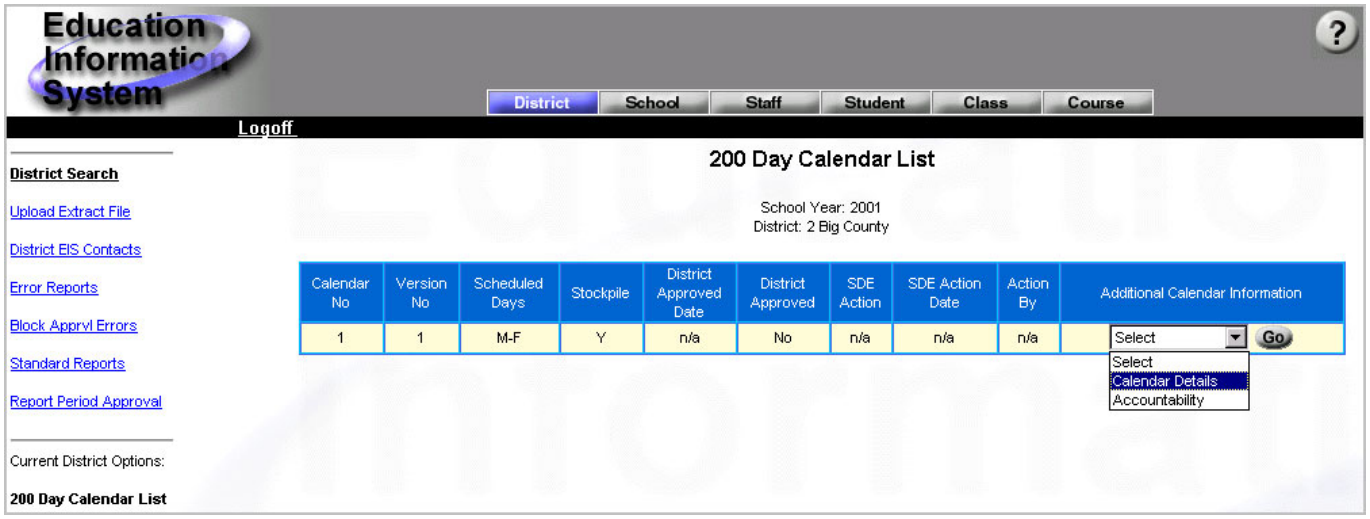
1) Perform a **District Search**.

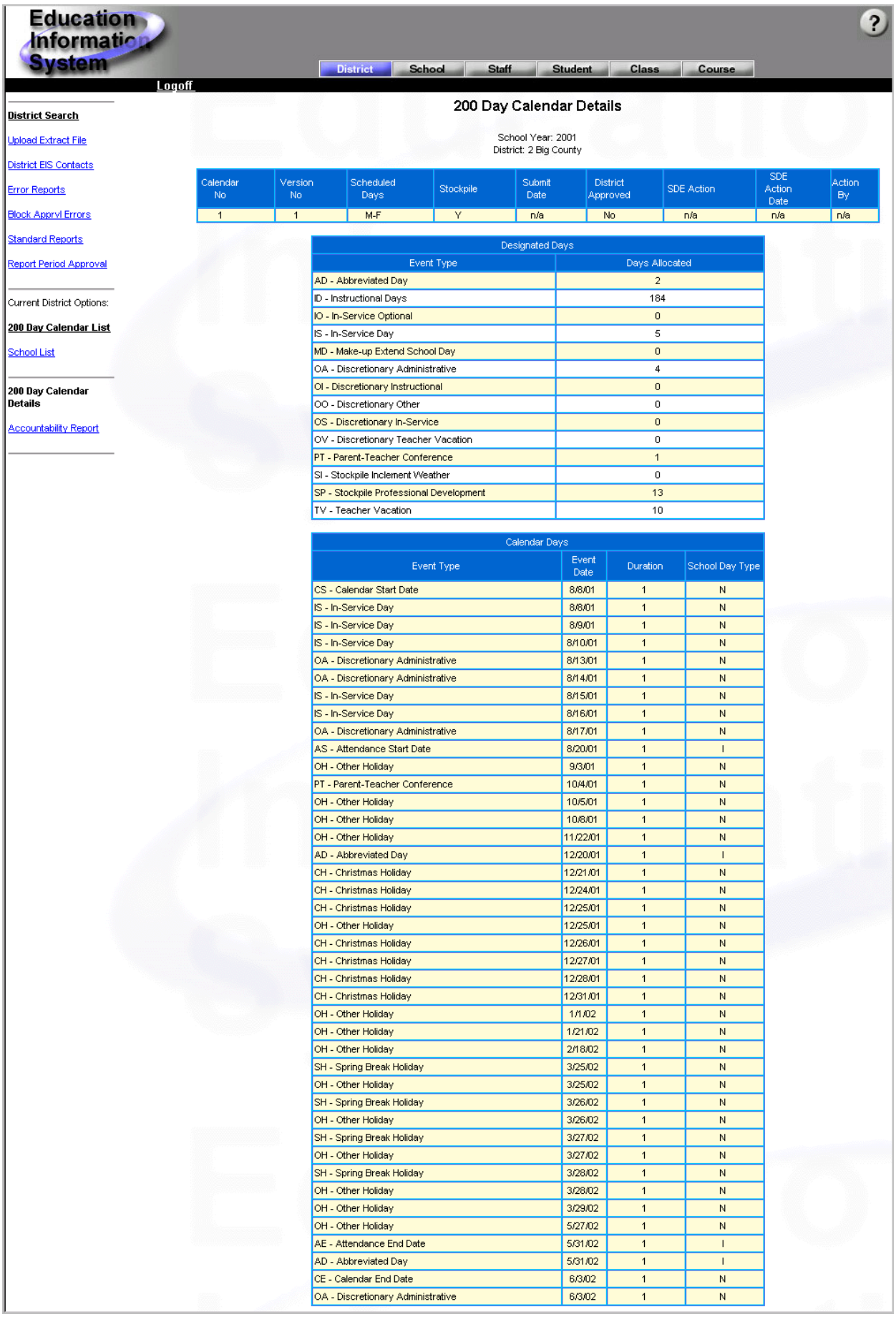


2) Select **200 Day Calendar List** from **Additional District Information** drop down.



3) Select **Calendar Details** from **Additional Calendar Information** drop down.





200 Day Calendar Details

School Year: 2001
District: 2 Big County

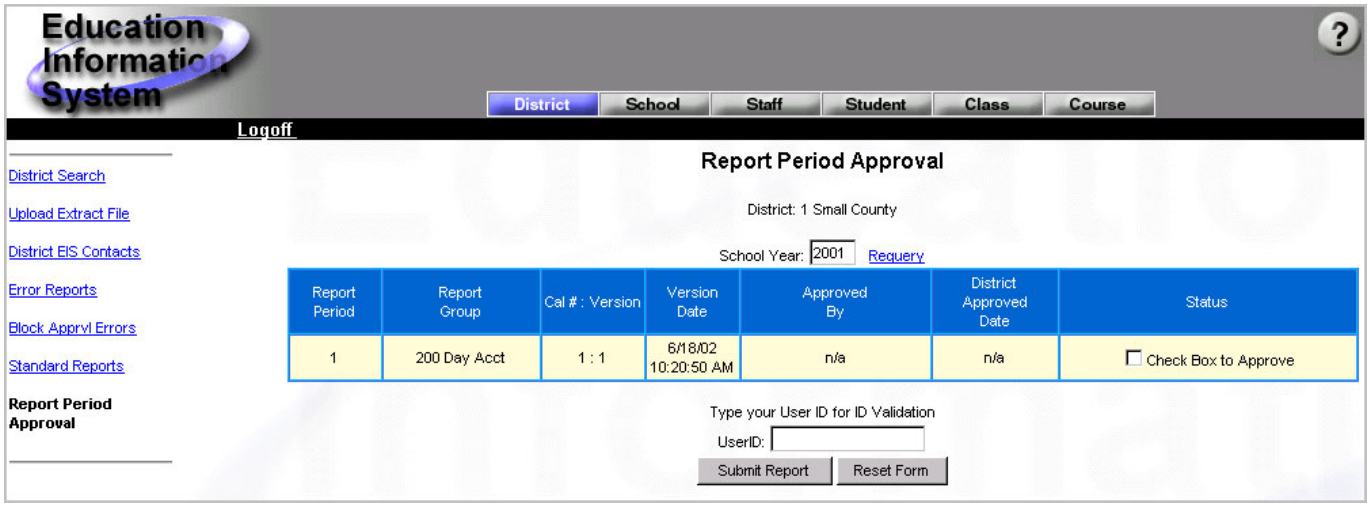
Calendar No	Version No	Scheduled Days	Stockpile	Submit Date	District Approved	SDE Action	SDE Action Date	Action By
1	1	M-F	Y	n/a	No	n/a	n/a	n/a

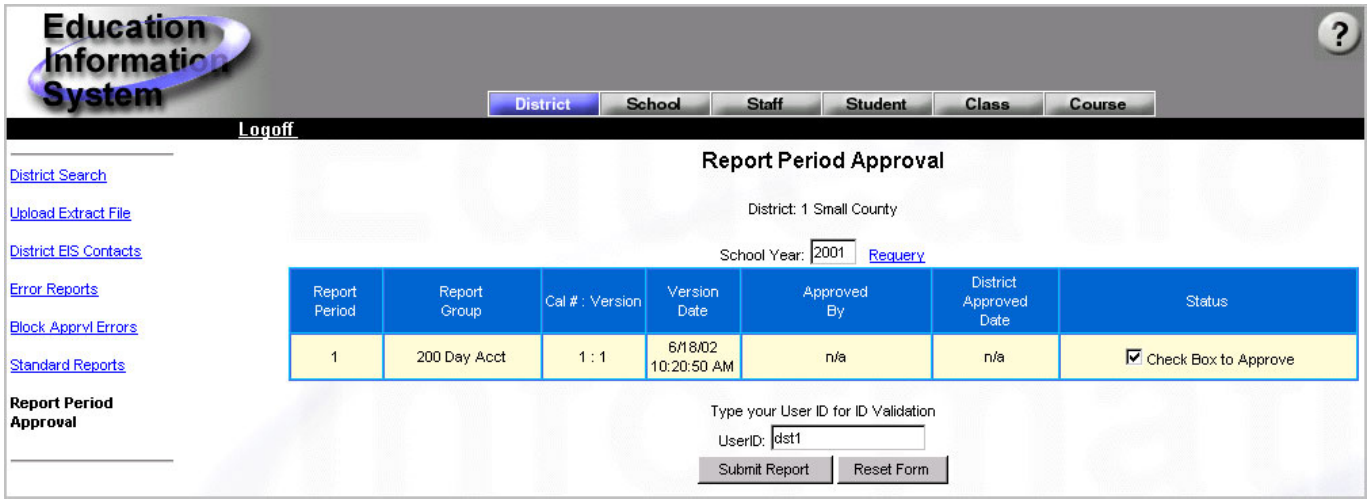
Designated Days	
Event Type	Days Allocated
AD - Abbreviated Day	2
ID - Instructional Days	184
IO - In-Service Optional	0
IS - In-Service Day	5
MD - Make-up Extend School Day	0
OA - Discretionary Administrative	4
OI - Discretionary Instructional	0
OO - Discretionary Other	0
OS - Discretionary In-Service	0
OV - Discretionary Teacher Vacation	0
PT - Parent-Teacher Conference	1
SI - Stockpile Inclement Weather	0
SP - Stockpile Professional Development	13
TV - Teacher Vacation	10

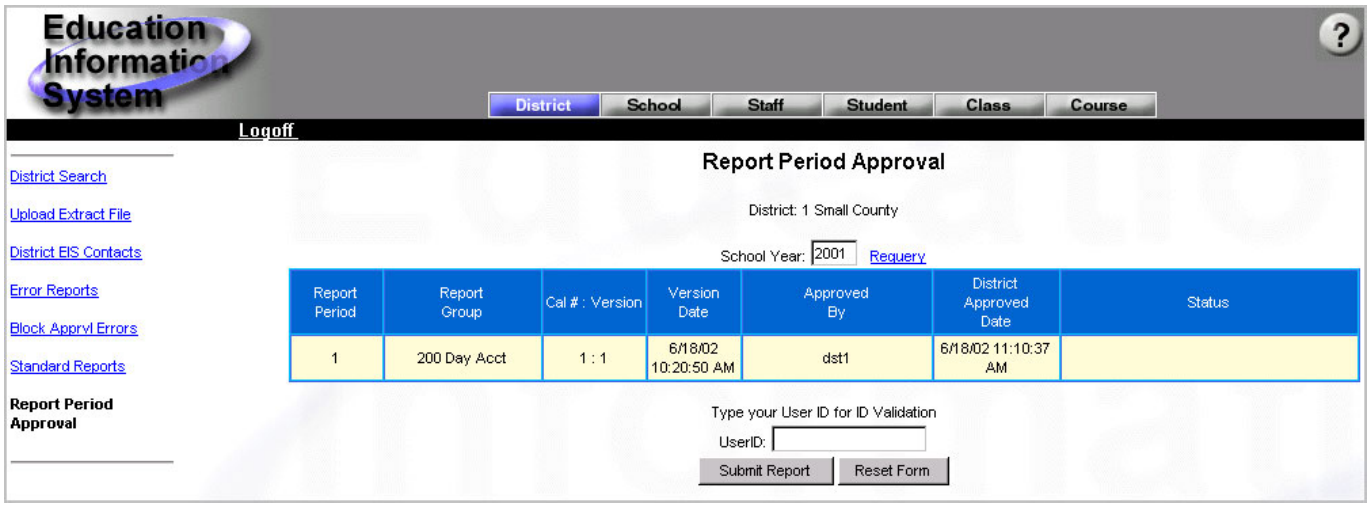
Calendar Days			
Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/6/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
OH - Other Holiday	11/22/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
OH - Other Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
OH - Other Holiday	1/1/02	1	N
OH - Other Holiday	1/21/02	1	N
OH - Other Holiday	2/18/02	1	N
SH - Spring Break Holiday	3/25/02	1	N
OH - Other Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
OH - Other Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
OH - Other Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
OH - Other Holiday	3/28/02	1	N
OH - Other Holiday	3/29/02	1	N
OH - Other Holiday	5/27/02	1	N
AE - Attendance End Date	5/31/02	1	I
AD - Abbreviated Day	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N

Approve District Calendar

To approve the District Calendar, the user must have the proper security access. For the training site, logoff and then log back on. From the **Available Applications** screen, click **DST_AA** to Login.



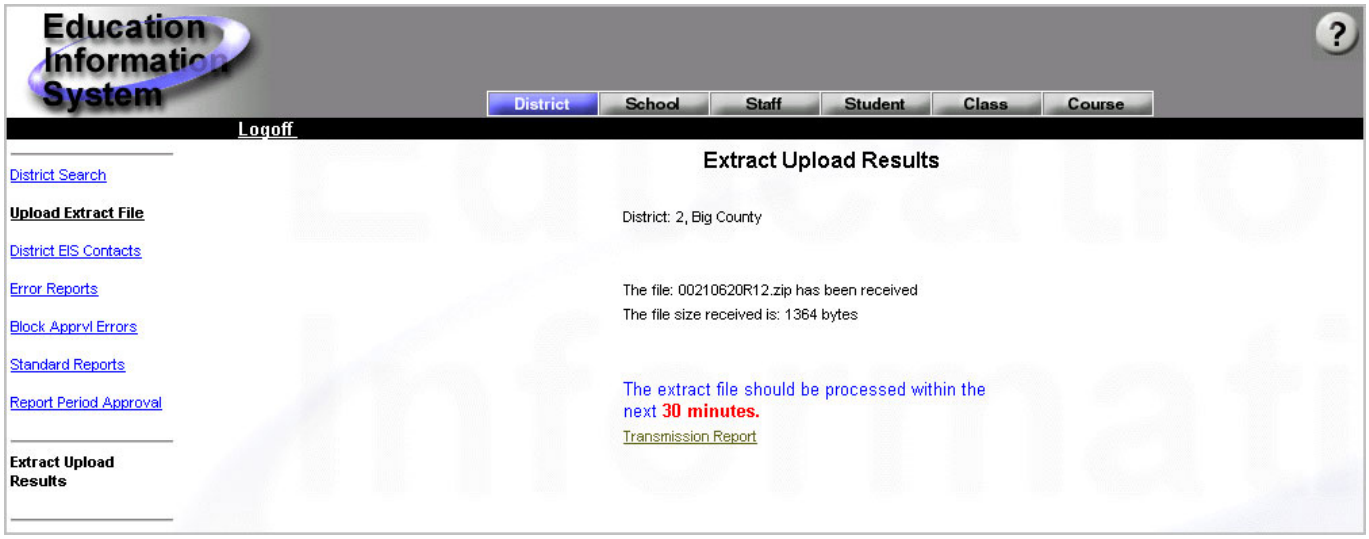




Exercise 2 Results:

Upload School Calendar Data (Penalty Deadline – August 15th)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R12.zip**, to SDE.
2) Print the **Extract Upload Results**.

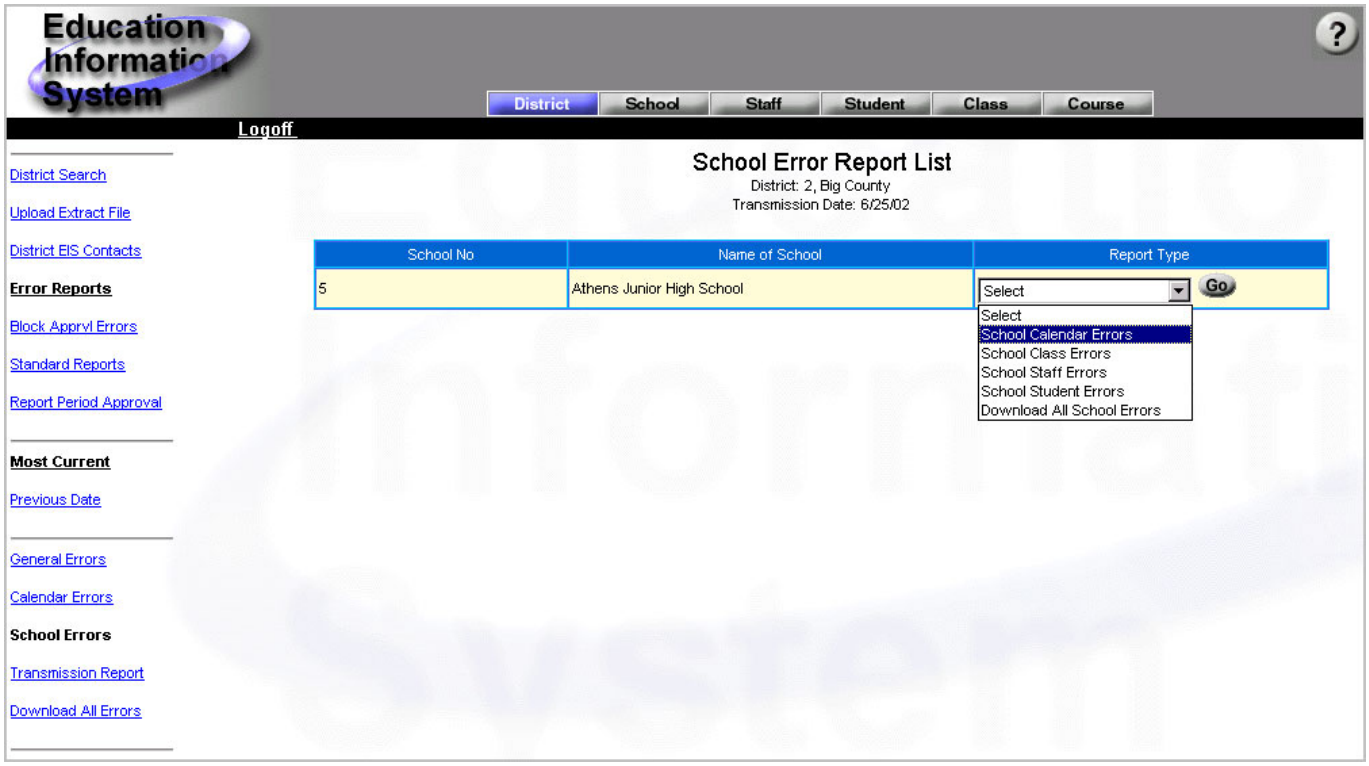


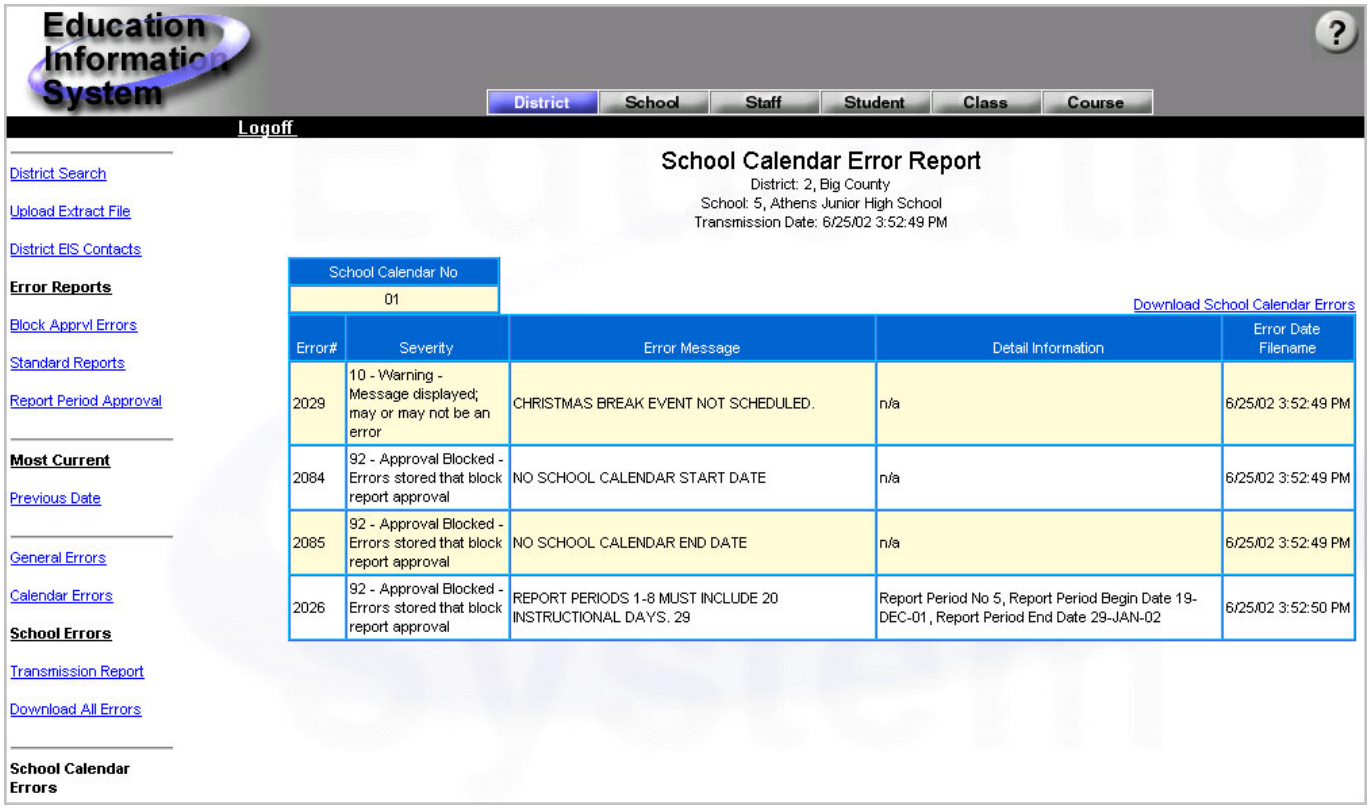
3) Verify **Transmission Report** to make sure it balances.
   a) Record 020 – 10 record
   b) Record 021 – 87 records
   c) Record 022 – 219 records

Upload File Name	00210620R12.zip	District	2
Transmission Date	6/25/02	District Name	Big County

Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	10	10	0
21	87	87	0
22	219	219	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**316**	**316**	**0**

4) View **Error Reports**

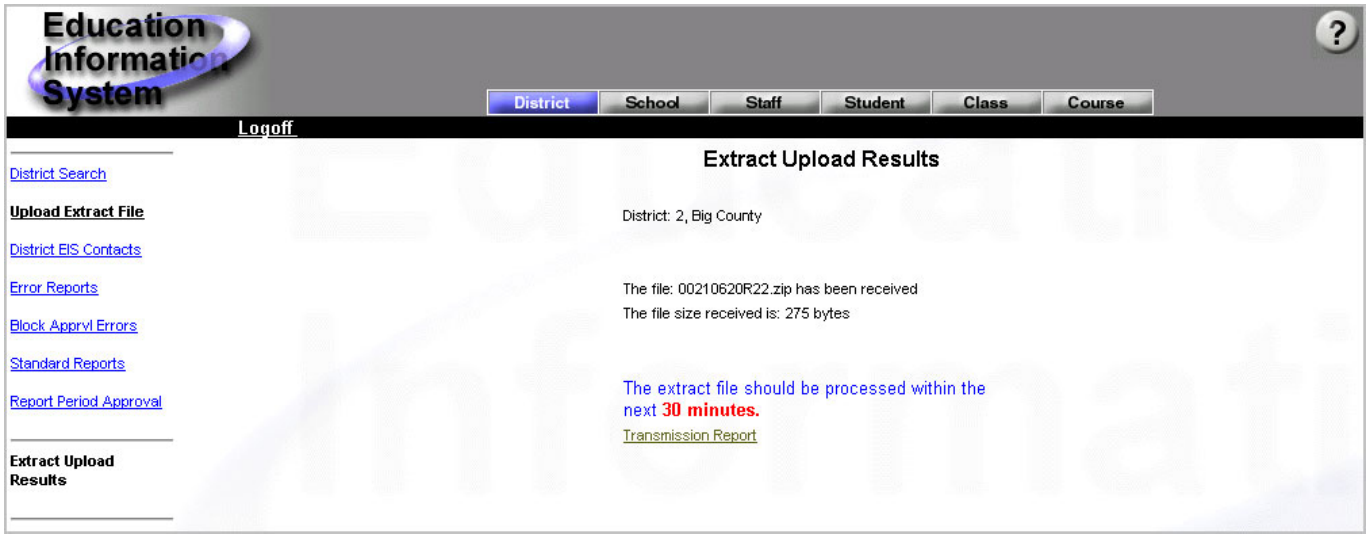




5) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

Upload Corrected School Calendar Data

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R22.zip**, to SDE.
2) Print the **Extract Upload Results**.

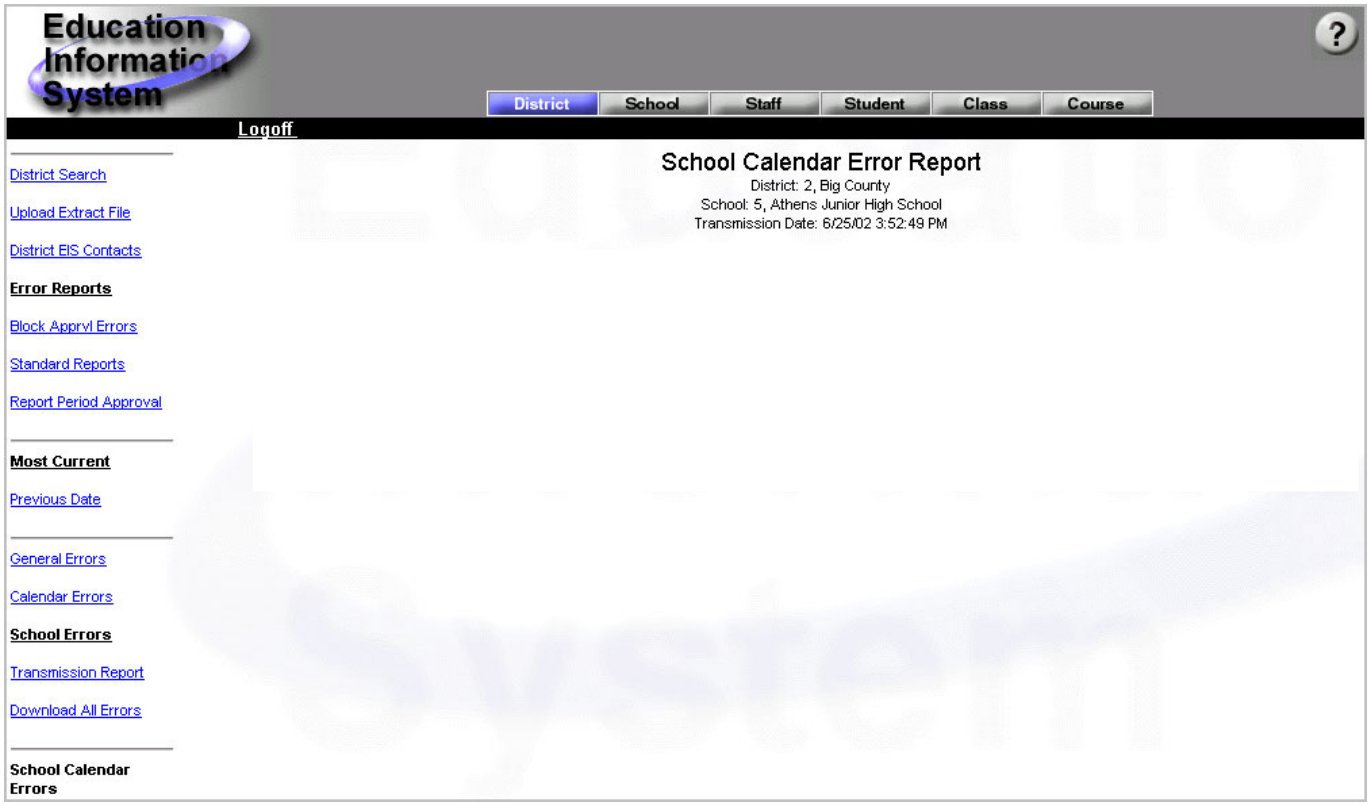


3) Verify **Transmission Report** to make sure it balances.
   a) Record 021 – 3 records
   b) Record 022 – 11 records

Upload File Name	00210620R22.zip	District	2
Transmission Date	6/25/02	District Name	Big County

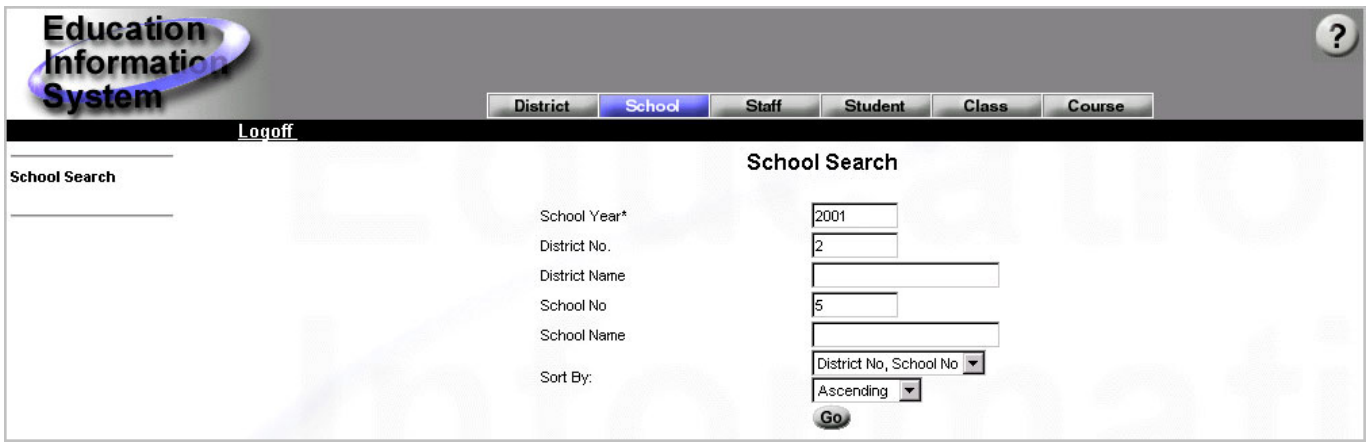
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	3	3	0
22	11	11	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**14**	**14**	**0**

4) View **Error Reports**

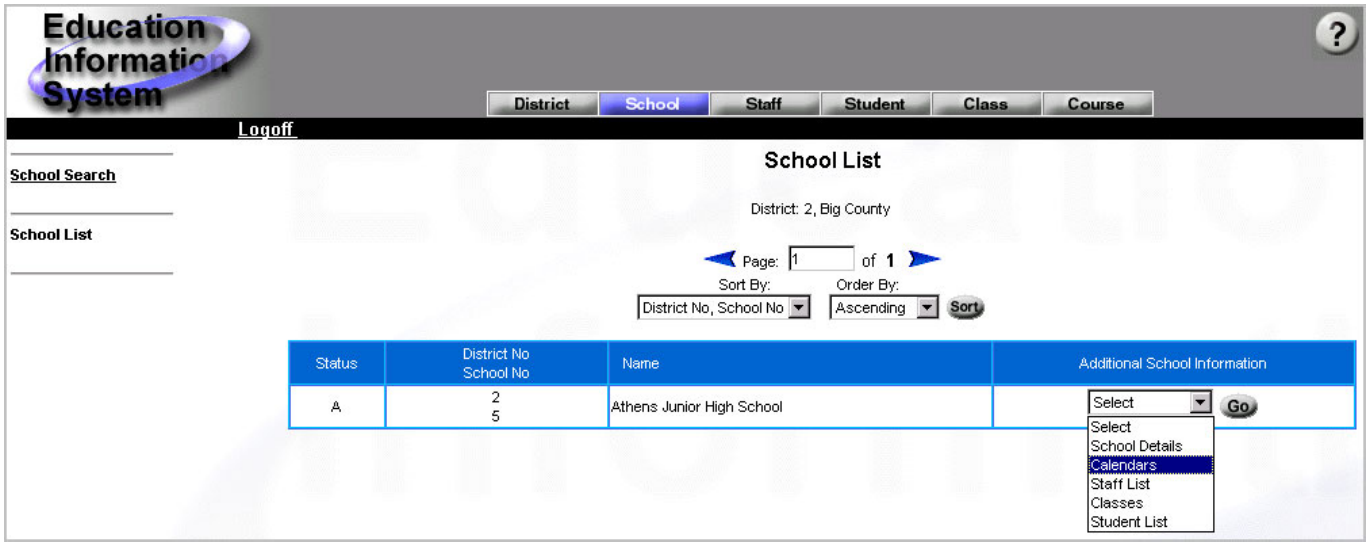


View District School Data for Accuracy

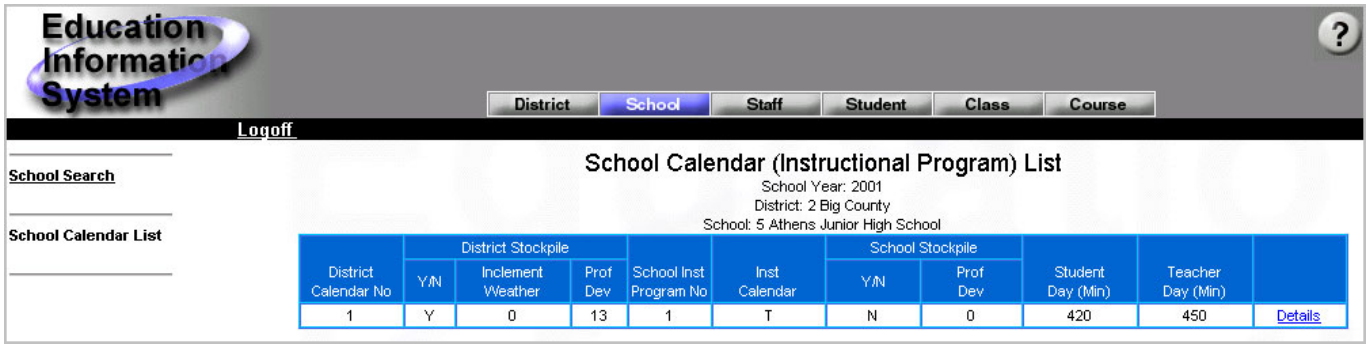
1) Perform a **School Search**.



2) Select **Calendars** from **Additional School Information** drop down.



3) Select **Details**.



School Calendar (Instructional Program) Details

School Year: 2001
District: 2, Big County
School: 5, Athens Junior High School

District Calendar No	District Stockpile Y/N	District Stockpile Inclement Weather	District Stockpile Prof Dev	School Inst Program No	Inst Calendar	School Stockpile Y/N	School Stockpile Prof Dev	Student Day (Min)	Teacher Day (Min)
1	Y	0	13	1	T	N	0	420	450

Report Periods

Period No	Begin Date	End Date	No. Days
1	8/20/01	9/17/01	20
2	9/18/01	10/18/01	20
3	10/19/01	11/15/01	20
4	11/16/01	12/18/01	20
5	12/19/01	1/29/02	20
6	1/30/02	2/28/02	20
7	3/1/02	4/4/02	20
8	4/5/02	5/2/02	20
9	5/3/02	5/31/02	20
Total Days - 180			

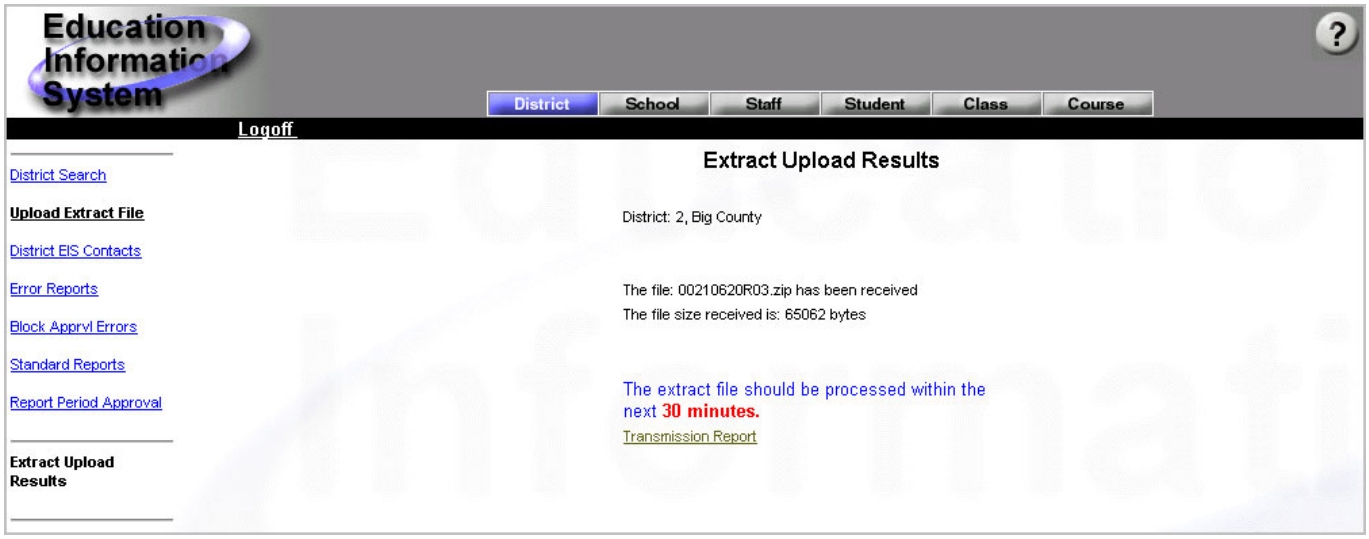
Calendar Days

Event Type	Event Date	Duration	School Day Type
CS - Calendar Start Date	8/8/01	1	N
IS - In-Service Day	8/8/01	1	N
IS - In-Service Day	8/9/01	1	N
IS - In-Service Day	8/10/01	1	N
OA - Discretionary Administrative	8/13/01	1	N
OA - Discretionary Administrative	8/14/01	1	N
IS - In-Service Day	8/15/01	1	N
IS - In-Service Day	8/16/01	1	N
OA - Discretionary Administrative	8/17/01	1	N
AS - Attendance Start Date	8/20/01	1	I
OH - Other Holiday	9/3/01	1	N
SP - Stockpile Professional Development	9/19/01	0.5	I
PT - Parent-Teacher Conference	10/4/01	1	N
OH - Other Holiday	10/5/01	1	N
OH - Other Holiday	10/8/01	1	N
SP - Stockpile Professional Development	10/31/01	0.5	I
OH - Other Holiday	11/21/01	1	N
OH - Other Holiday	11/22/01	1	N
OH - Other Holiday	11/23/01	1	N
AD - Abbreviated Day	12/20/01	1	I
CH - Christmas Holiday	12/21/01	1	N
CH - Christmas Holiday	12/24/01	1	N
CH - Christmas Holiday	12/25/01	1	N
CH - Christmas Holiday	12/26/01	1	N
CH - Christmas Holiday	12/27/01	1	N
CH - Christmas Holiday	12/28/01	1	N
CH - Christmas Holiday	12/31/01	1	N
CH - Christmas Holiday	1/1/02	1	N
CH - Christmas Holiday	1/2/02	1	N
OH - Other Holiday	1/21/02	1	N
SP - Stockpile Professional Development	1/30/02	0.5	I
OH - Other Holiday	2/15/02	1	N
OH - Other Holiday	2/18/02	1	N
SP - Stockpile Professional Development	3/6/02	0.5	I
SH - Spring Break Holiday	3/25/02	1	N
SH - Spring Break Holiday	3/26/02	1	N
SH - Spring Break Holiday	3/27/02	1	N
SH - Spring Break Holiday	3/28/02	1	N
SH - Spring Break Holiday	3/29/02	1	N
SP - Stockpile Professional Development	4/24/02	0.5	I
SP - Stockpile Professional Development	5/15/02	0.5	I
OH - Other Holiday	5/27/02	1	N
AD - Abbreviated Day	5/31/02	1	I
AE - Attendance End Date	5/31/02	1	I
CE - Calendar End Date	6/3/02	1	N
OA - Discretionary Administrative	6/3/02	1	N

Exercise 3 Results:

Upload Student, Staff and Class Basic Records (Penalty Deadline – November 1st)

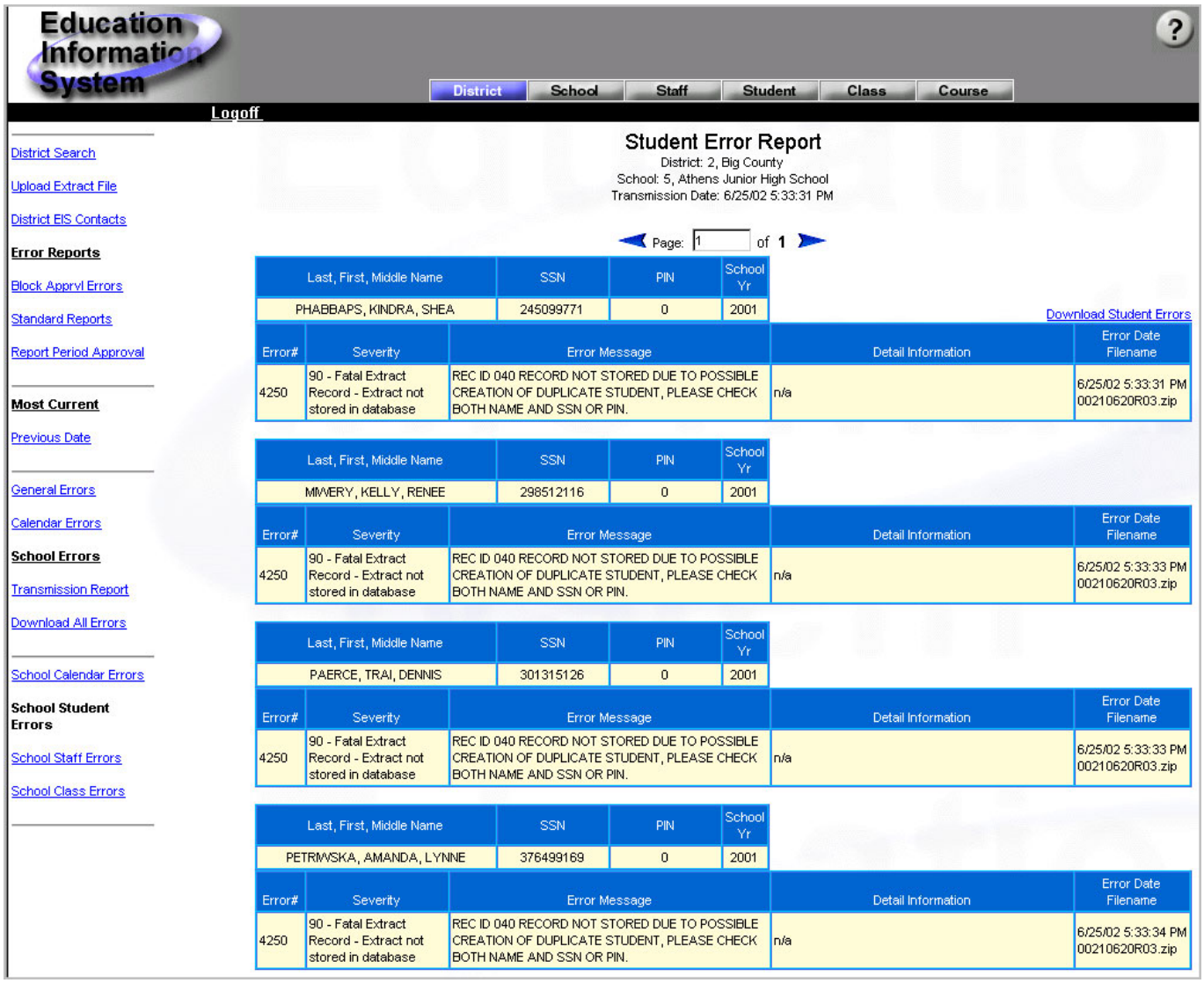
1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R03.zip**, to SDE.
2) Print the **Extract Upload Results**.



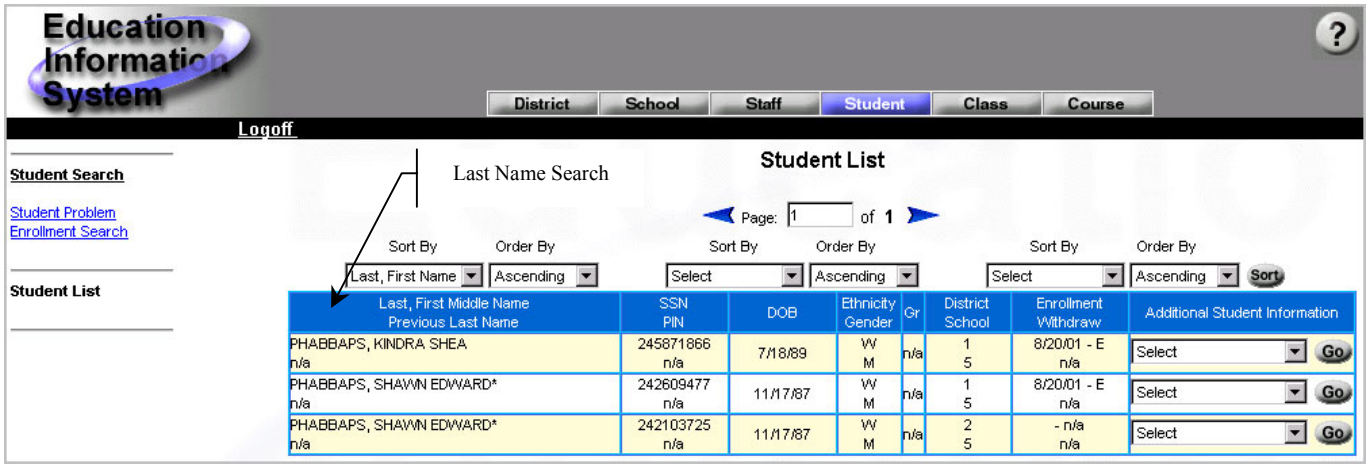
3) Verify **Transmission Report** to make sure it balances.
   a) Record 030 – 919 records
   b) Record 040 – 2176 records
   c) Record 060 – 125 records
   d) Record 062 – 190 records

Upload File Name	00210620R03.zip	District	2
Transmission Date	6/25/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	919	919	0
31	0	0	0
40	2176	2176	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	125	125	0
61	0	0	0
62	190	190	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**3410**	**3410**	**0**

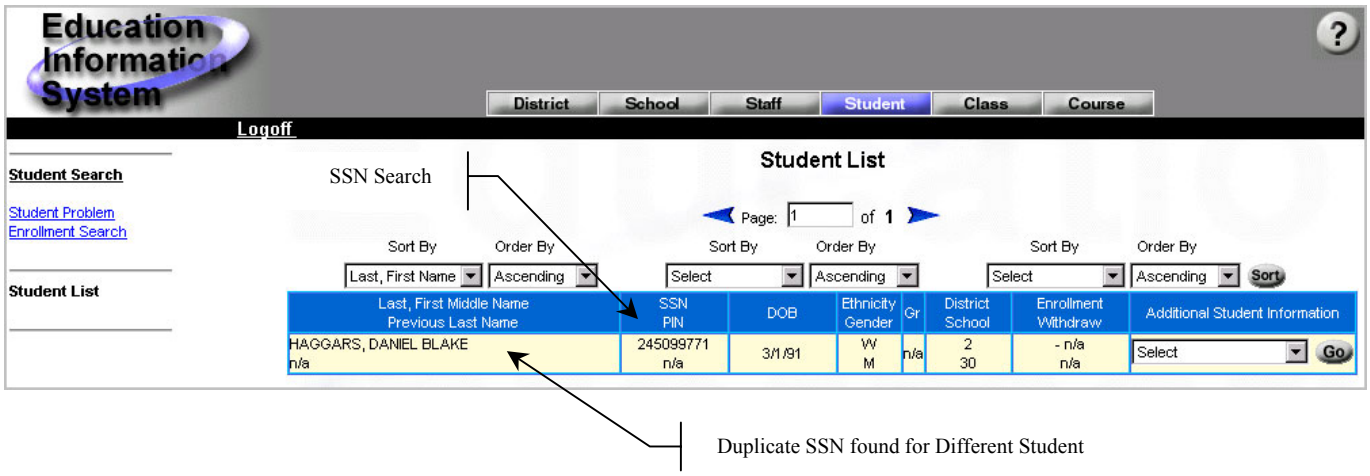
4) View **Student Error Reports.**
   a) From **District Search** screen, click on **Error Reports.**
   b) From the **General Error Report List** screen, click on **School Errors**.
   c) From the **School Error Report List** screen, click on the **Report Type** drop down list box.
   d) Select **School Student Errors** from the **Report Type** drop down list box.



5) Perform **Student Search** for Student with Last Name of "PHABBAPS" to check for possible duplicate student. (In order to search across the districts, do not forget to remove your district number when searching.)



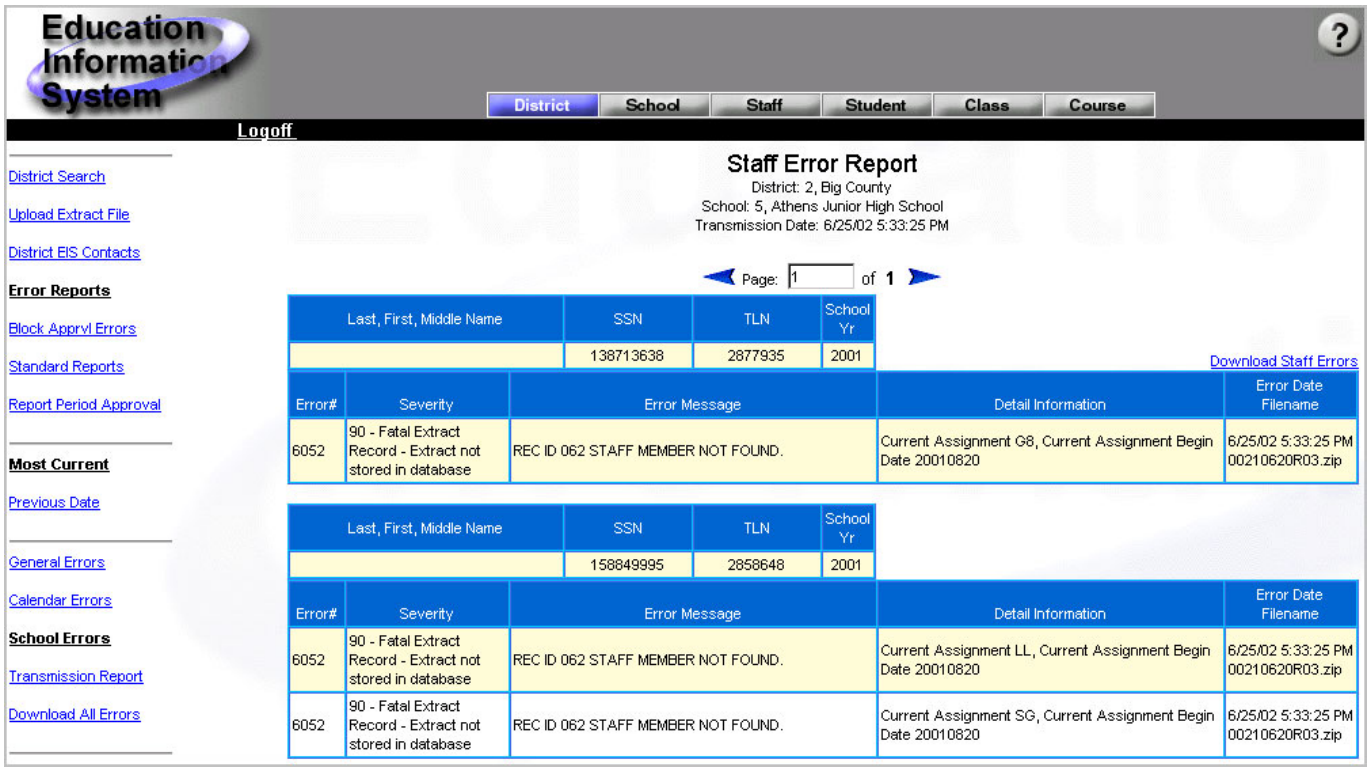
6) Perform **Student Search** for Student with SSN of "245099771" to check for possible duplicate student. (In order to search across the districts, do not forget to remove your district number when searching.)



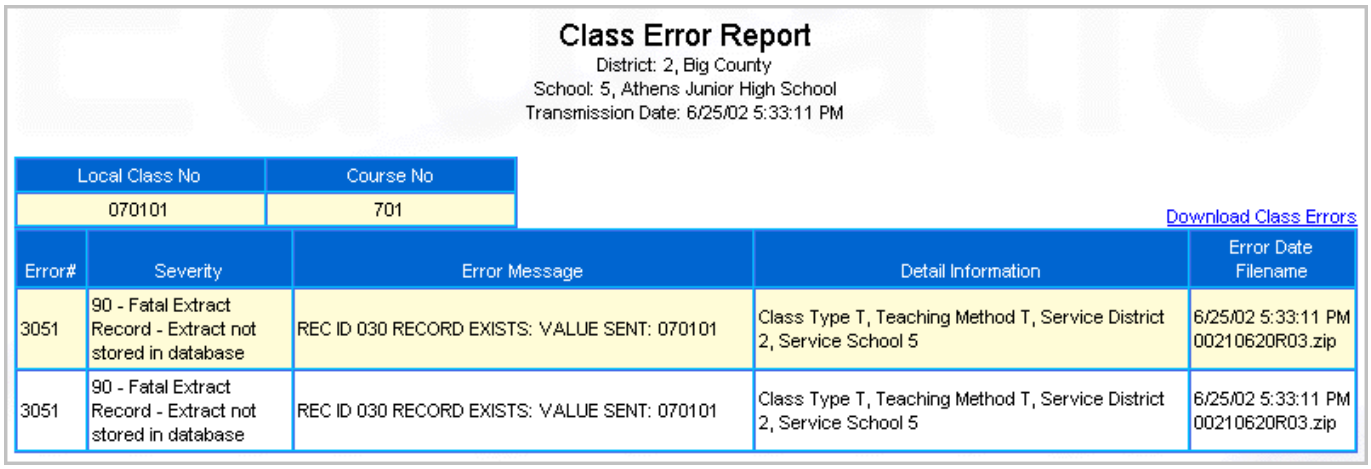
EIS determines possible duplicates by searching for an exact match on SSN or SSN, First Name and Last Name. Be sure to perform your search across all districts.

Some duplicates have to be resolved with another district to determine which district should actually have the student.

7) View **Staff Error Reports**.
   a) From **District Search** screen, click on **Error Reports.**
   b) From the **General Error Report List** screen, click on **School Errors**.
   c) From the **School Error Report List** screen, click on the **Report Type** drop down list box.
   d) Select **School Staff Errors** from the **Report Type** drop down list box.



8) View **Class Error Reports**.
   a) From **District Search** screen, click on **Error Reports.**
   b) From the **General Error Report List** screen, click on **School Errors**.
   c) From the **School Error Report List** screen, click on the **Report Type** drop down list box.
   d) Select **School Class Errors** from the **Report Type** drop down list box.



9) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

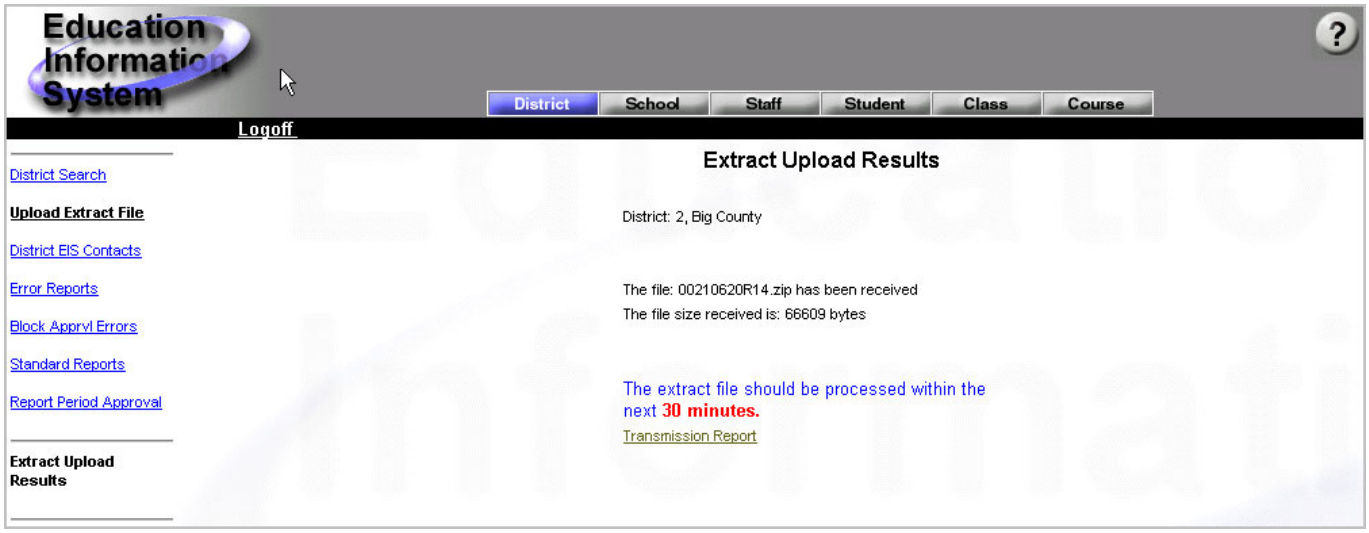
Upload Corrected Data

1) Ensure all errors have been corrected before creating new extract.
2) Upload the corrected file to SDE.

Exercise 4 Results:

Upload Student and Class Details (Penalty Deadline – November 1st)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R14.zip**, to SDE.
2) Print the **Extract Upload Results**.



3) Verify **Transmission Report** to make sure it balances.
   a) Record 031 – 939 records
   b) Record 041 – 2226 records
   c) Record 043 – 2176 records
   d) Record 044 – 2177 records
   e) Record 046 – 250 records
   f) Record 050 – 495 records

Upload File Name	00210620R14.zip	District	2
Transmission Date	6/27/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	939	939	0
40	0	0	0
41	2226	2226	0
42	0	0	0
43	2176	2176	0
44	2177	2177	0
45	0	0	0
46	250	250	0
47	0	0	0
48	0	0	0
49	0	0	0
50	495	495	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**8263**	**8263**	**0**

4) View **Student Error Reports.**
5) View **Staff Error Reports**.
6) View **Class Error Reports**.
7) (A new extract file has been created containing the necessary error corrections. This step would have to be performed using the District's SIS package.)

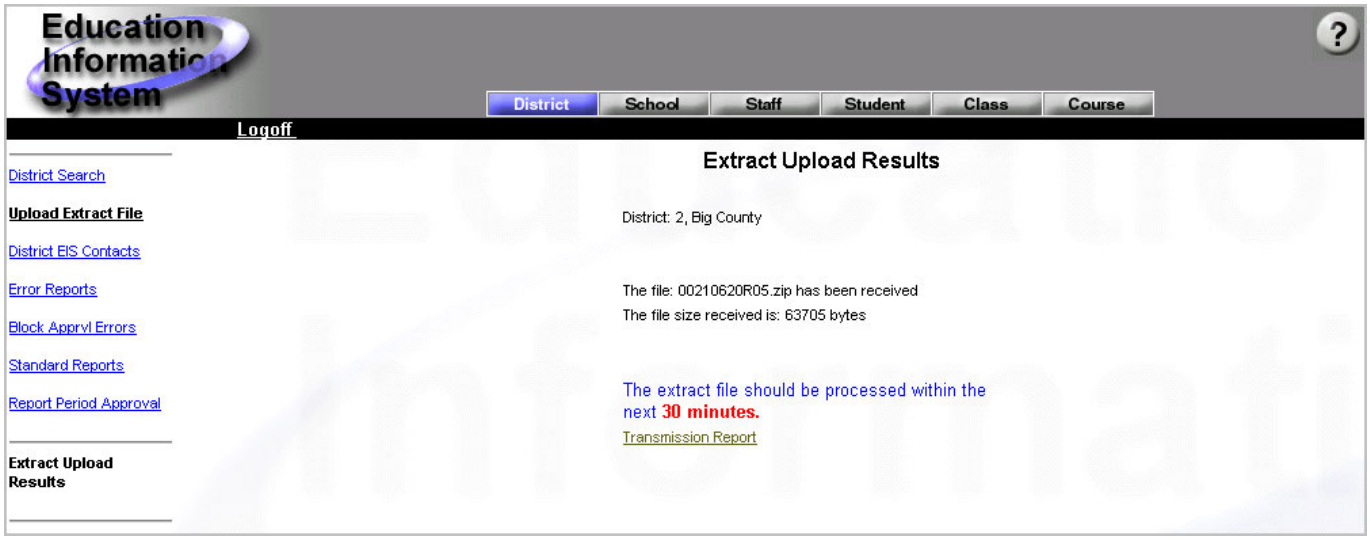
Upload <u>Corrected</u> Data

1) Ensure all errors have been corrected before creating new extract.
2) Upload the corrected file to SDE.

Exercise 5 Results:

Upload Class Assignments for Staff and Students (Penalty Deadline – November 1st)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R05.zip**, to SDE.
2) Print the **Extract Upload Results**.



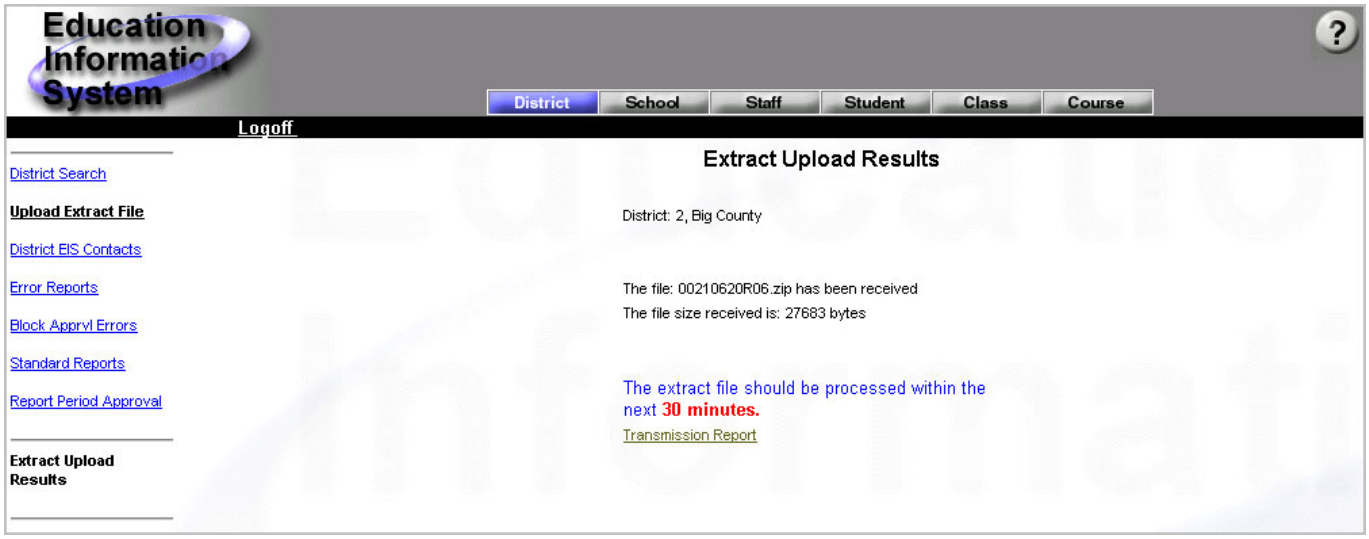
3) Verify **Transmission Report** to make sure it balances.
   a) Record 048 – 10000 records
   b) Record 063 – 305 records

Upload File Name	00210620R05.zip	District	2
Transmission Date	6/28/02	District Name	Big County
Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	10000	10000	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	305	305	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**10305**	**10305**	**0**

Exercise 6 Results:

Upload Special Education Data (Penalty Deadline – November 1st)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R06.zip**, to SDE.
2) Print the **Extract Upload Results**.



3) Verify **Transmission Report** to make sure it balances.
   a) Record 090 – 524 records
   b) Record 091 – 888 records
   c) Record 092 – 1139 records

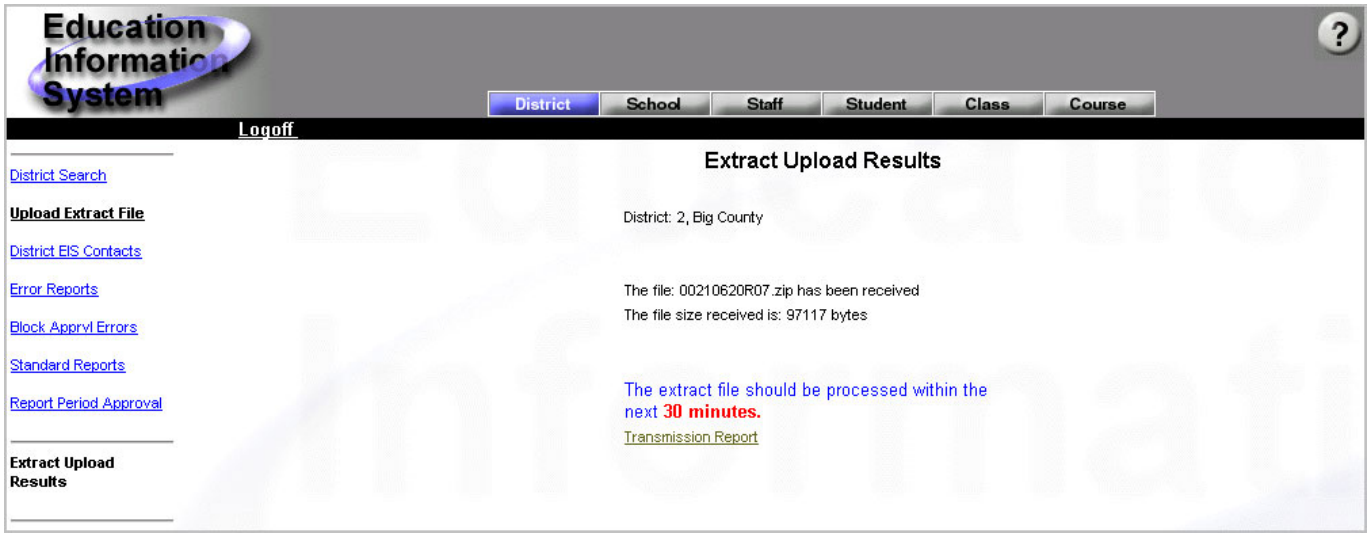
Upload File Name	00210620R06.zip	District	2
Transmission Date	6/28/02	District Name	Big County

Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	0	0	0
43	0	0	0
44	0	0	0
45	0	0	0
46	0	0	0
47	0	0	0
48	0	0	0
49	0	0	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	524	524	0
91	888	888	0
92	1139	1139	0
Total Count All Records	**2551**	**2551**	**0**

Exercise 7 Results:

Upload Funding, Student Standard Day, and Attendance (Penalty Deadline – November 1st)

1) Upload the sample zip file in the SDEUPL folder on the Desktop, **00210620R06.zip**, to SDE.
2) Print the **Extract Upload Results**.



3) Verify **Transmission Report** to make sure it balances.
   a) Record 042 – 2176 records
   b) Record 045 – 1064 records
   c) Record 047 – 2176 records
   d) Record 049 – 10000 records

Upload File Name	00210620R07.zip	District	2
Transmission Date	6/28/02	District Name	Big County

Record ID	District Count	SDE Count	SDE Difference
10	0	0	0
11	0	0	0
20	0	0	0
21	0	0	0
22	0	0	0
30	0	0	0
31	0	0	0
40	0	0	0
41	0	0	0
42	2176	2176	0
43	0	0	0
44	0	0	0
45	1064	1064	0
46	0	0	0
47	2176	2176	0
48	0	0	0
49	10000	10000	0
50	0	0	0
51	0	0	0
60	0	0	0
61	0	0	0
62	0	0	0
63	0	0	0
90	0	0	0
91	0	0	0
92	0	0	0
Total Count All Records	**15416**	**15416**	**0**

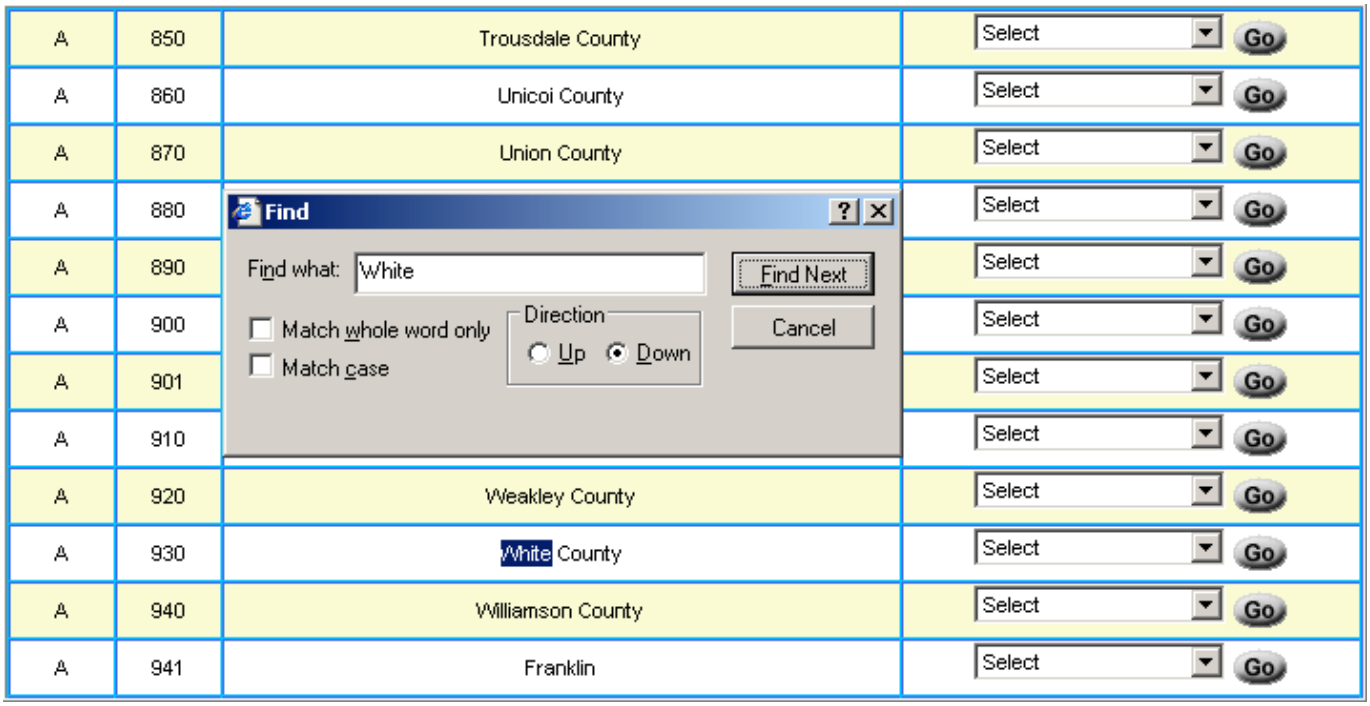
District Practical Exercises

Exercise 1 Results:

Display the entire District List and sort by District Number in Ascending order.

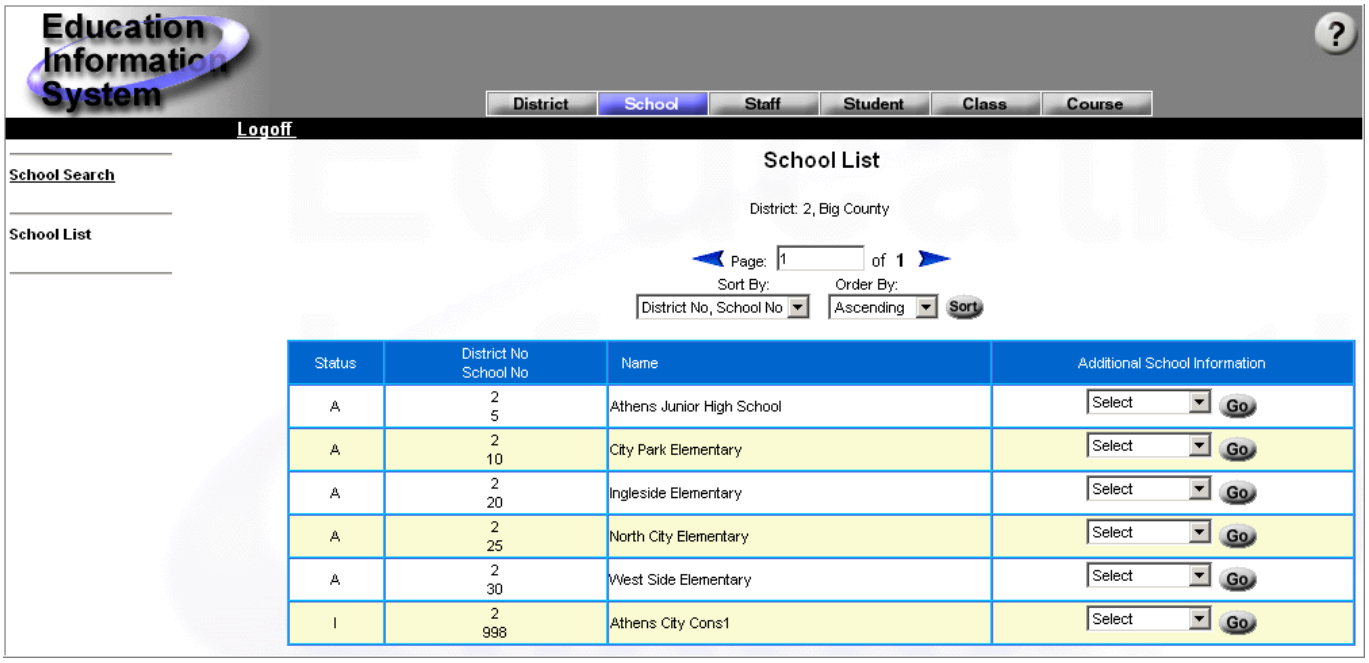
Exercise 2 Results:

Find "White" county.



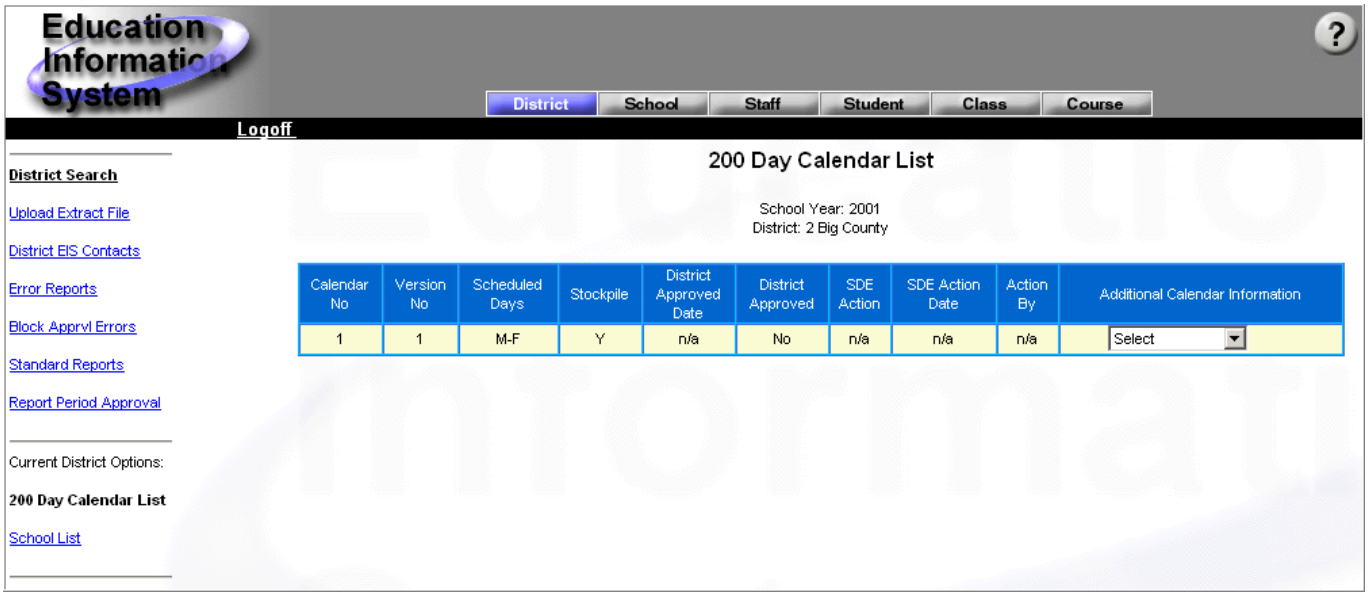
Exercise 3 Results:

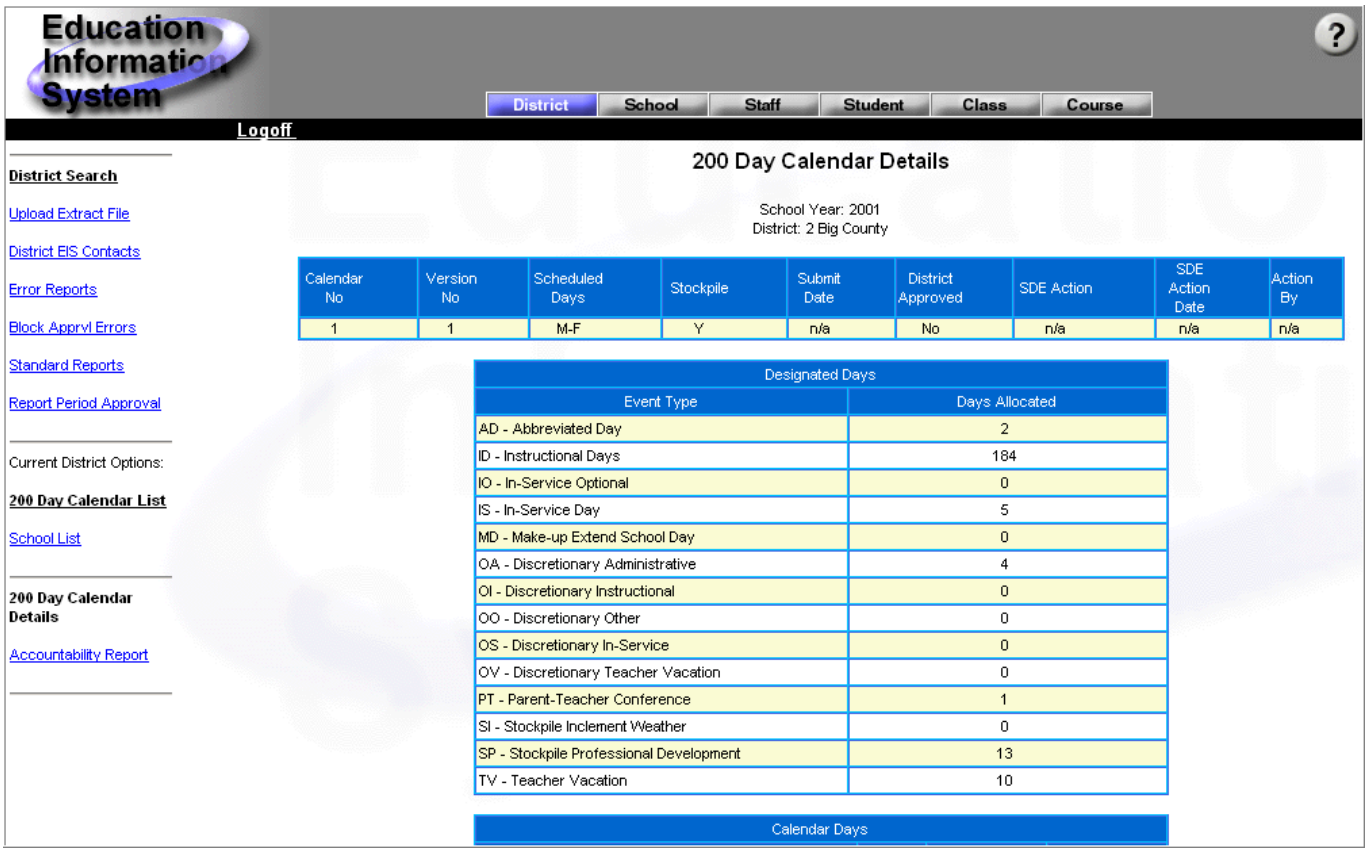
Display the School List for Big County, District No. 2.



Exercise 4 Results:

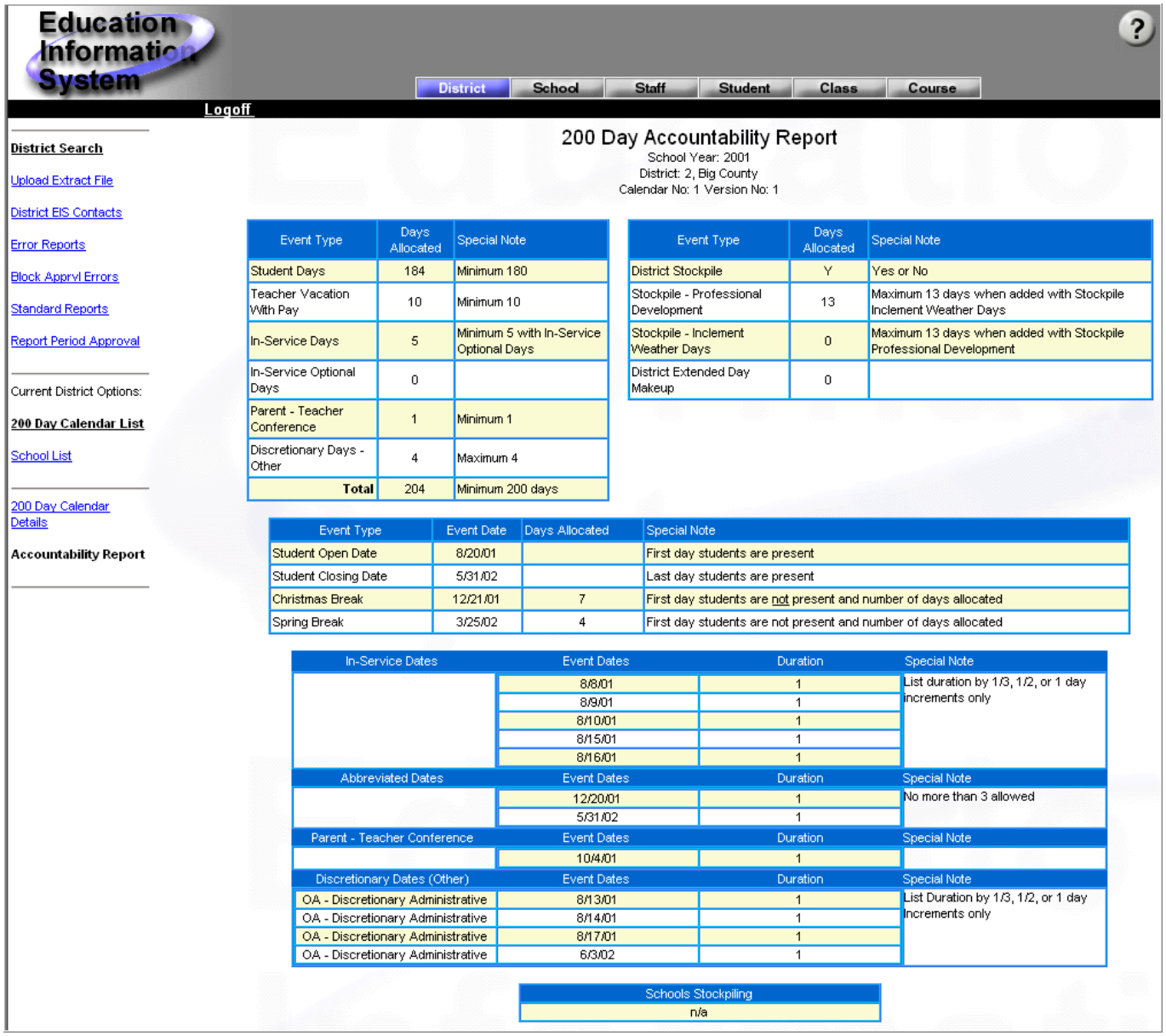
Display the 200 Day Calendar Number 1 Details for District No. 2.





Exercise 5 Results:

Display the 200 Day Accountability Report for District No. 2.



Education Information System

District | School | Staff | Student | Class | Course

Logoff

District Search
Upload Extract File
District EIS Contacts
Error Reports
Block Apprvl Errors
Standard Reports
Report Period Approval

Current District Options:
200 Day Calendar List
School List

200 Day Calendar Details
Accountability Report

200 Day Accountability Report

School Year: 2001
District: 2, Big County
Calendar No: 1 Version No: 1

Event Type	Days Allocated	Special Note
Student Days	184	Minimum 180
Teacher Vacation With Pay	10	Minimum 10
In-Service Days	5	Minimum 5 with In-Service Optional Days
In-Service Optional Days	0	
Parent - Teacher Conference	1	Minimum 1
Discretionary Days - Other	4	Maximum 4
Total	204	Minimum 200 days

Event Type	Days Allocated	Special Note
District Stockpile	Y	Yes or No
Stockpile - Professional Development	13	Maximum 13 days when added with Stockpile Inclement Weather Days
Stockpile - Inclement Weather Days	0	Maximum 13 days when added with Stockpile Professional Development
District Extended Day Makeup	0	

Event Type	Event Date	Days Allocated	Special Note
Student Open Date	8/20/01		First day students are present
Student Closing Date	5/31/02		Last day students are present
Christmas Break	12/21/01	7	First day students are not present and number of days allocated
Spring Break	3/25/02	4	First day students are not present and number of days allocated

In-Service Dates	Event Dates	Duration	Special Note
	8/8/01	1	List duration by 1/3, 1/2, or 1 day increments only
	8/9/01	1	
	8/10/01	1	
	8/15/01	1	
	8/16/01	1	
Abbreviated Dates	**Event Dates**	**Duration**	**Special Note**
	12/20/01	1	No more than 3 allowed
	5/31/02	1	
Parent - Teacher Conference	**Event Dates**	**Duration**	**Special Note**
	10/4/01	1	
Discretionary Dates (Other)	**Event Dates**	**Duration**	**Special Note**
OA - Discretionary Administrative	8/13/01	1	List Duration by 1/3, 1/2, or 1 day increments only
OA - Discretionary Administrative	8/14/01	1	
OA - Discretionary Administrative	8/17/01	1	
OA - Discretionary Administrative	6/3/02	1	

Schools Stockpiling
n/a